

Meeting of:	Homes and Safe Communities Scrutiny Committee
Date of Meeting:	Wednesday, 13 November 2019
Relevant Scrutiny Committee:	Homes and Safe Communities
Report Title:	2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2019/20
Purpose of Report:	To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2019/20
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Mark Thomas, Democratic and Scrutiny Services Officer, 01446 709279
Elected Member and Officer Consultation:	None
Policy Framework:	This report is in accordance with the recommendations of the WAO Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function
<p>Executive Summary:</p> <ul style="list-style-type: none"> • The report advises Members of progress in relation to the Scrutiny Committee's recommendations and confirms the updated Work Programme Schedule for 2019/20: <ul style="list-style-type: none"> - 2nd Quarter July to September 2019 (Appendix A) - 1st Quarter April to June 2019 (Appendix B) - 2018/19 Uncompleted (Appendix C) - Updated Work Programme Schedule for 2019/20 (Appendix D). 	

Recommendations

1. That the views of the Committee on the status of the actions listed in Appendices A to C to the report be sought.
2. That the updated Work Programme Schedule attached at Appendix D be approved and uploaded to the Council's website.

Reasons for Recommendations

1. To maintain effective tracking of the Committee's recommendations.
2. For information.

1. Background

- 1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
- 1.2 The Work Programme Schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months.

2. Key Issues for Consideration

- 2.1 Appendices A to C attached to this report set out the recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed.
- 2.2 It is important that decision of Scrutiny Committees are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3 Members are also requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix D, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
- 2.4 The Work Programme has been aligned to the Cabinet Forward Work Programme. The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states it is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail Requests for Consideration that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.

With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be deal with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.

2.5 In response to the recent Wales Audit Office review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to closely consider its Forward Work Programme (attached at Appendix D) by identifying:

- The specific areas of interest for the Committee;
- How to engage stakeholders (including Ward Members and the public);
- The most appropriate forms of scrutiny for each (e.g. "task and finish", expert witnesses, site visits, joint approaches to scrutiny, etc.);
- The issues where scrutiny can have the most impact and value to be gained from consideration.

2.6 Discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairmen and Vice-Chairmen Group having regard to resource implications and corporate priorities.

2.7 The Work Programme can also be found on the Council's website at the following link: https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

3.1 The Scrutiny Committees have a responsibility to report annually to the Council their future work programmes.

3.2 Scrutiny Committee forward work programmes are published by the Council which encourages engagement / involvement by the public in the decision making process.

3.3 The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf>

3.4 The Scrutiny work programme provides details of the reports / items proposed to be considered by the Committee over the coming year.

4. Resources and Legal Considerations

Financial

4.1 None as a direct result of this report.

Employment

4.2 None as a direct result of this report.

Legal (Including Equalities)

4.3 None as a direct result of this report.

5. Background Papers

Relevant Scrutiny Committee and Cabinet minutes.

Uncompleted Recommendations

2nd Quarter – 2019/20

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

16 July 2019				
Min. No. 161 – Housing Compliance Policy Review (REF) – Recommended				
(2) That the comments of the Scrutiny Committee as set out in the minutes above together with the draft revised Housing Compliance Policies be referred to Cabinet for consideration.			Cabinet, on 29 th July, 2019, noted the comments and recommendations of the Scrutiny Committee. (Min No C56 refers)	Completed
(3) That the Homes and Safe Communities Scrutiny Committee receive a six monthly update on the Housing Compliance Policy Review.			Added to work programme schedule.	Completed
Min. No. 162 – Draft Empty Homes Strategy 2019 – 2024 (REF) – Recommended				
(2) That the comments of the Scrutiny Committee as set out in the minutes above, together with the draft of the Empty Homes Strategy 2019-2024, be referred to Cabinet for its consideration.		}	Cabinet, at its meeting on 29 th July, 2019, resolved [1] That a question be added to the public consultation exercise asking if the right balance had been struck between persuasion and enforcement for empty homes. [2] That the Homes and Safe Communities Scrutiny Committee receives an update on the progress of the recent changes to Council Tax policy in the Vale of Glamorgan and how similar Authorities dealt with empty homes. (Min. No. C57 refers) (Added to work programme schedule)	Completed
(3) That Cabinet consider the Committee's recommendation that a question be put into the public consultation exercise asking if the right balance had been struck between persuasion and enforcement for empty homes.				Completed
(4) That the Homes and Safe Communities Scrutiny Committee receive an update on the progress of the recent changes to Council Tax policy in the Vale of Glamorgan and how similar Authorities dealt with empty homes.			Added to work programme schedule.	Completed
Min. No. 163– Closure of Accounts 2018/19 (DEH) – Recommended				
(2) That an update on Universal Credit numbers and rent arrears be presented to a future meeting of the Scrutiny Committee.			Added to work programme schedule	Completed

Uncompleted Recommendations

2nd Quarter – 2019/20

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
Min. No. 165 – End of Year 2018/19 Performance Report: An Inclusive and Safe Vale (DEH) – Recommended				
(2) That the progress made to date in addressing existing regulatory recommendations and improvement proposals arising from local and national Local Government Studies be noted and endorsed and it be recommended to Cabinet that the completed actions be removed from the Insight Tracker.			Cabinet, on 29 th July, 2019 resolved [2] That the views and recommendations of all Scrutiny Committees in relation to Quarter 4 performance results and the reported progress against the regulatory recommendations / proposals for improvement relevant to their respective Scrutiny Committees, in order to enable completed actions to be closed down be noted. [3] That the removal of completed regulatory actions from the Council's Insight Tracker and refers its decision to the Audit Committee for final oversight be endorsed. (Min No C62 refers)	Completed
18 September 2019				
Min. No. 299 – Tenant Engagement Strategy – Monitoring Report (DEH) – Recommended				
(2) That the Scrutiny Committee be notified of the next FestiVale in order to attend.	Homes & Safe Communities			Ongoing
Min. No. 300 – 1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2019/20 (MD) – Recommended				
(2) That the proposed Work Programme Schedule for 2019/20 attached at Appendix C to the report be approved and uploaded to the Council's website subject to the item regarding Families First being reallocated to another date on the Forward Work Programme.	Homes & Safe Communities		Work Programme Schedule uploaded to the Council's website.	Completed

Uncompleted Recommendations

1st Quarter 2019-20

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

03 April 2019				
Min. No. 903 – Customer Services Strategy (Housing) - Six Monthly Monitoring Report (DEH) – Recommended	Homes and Safe Communities			
(2) That a live demonstration of the digital Homes4U bidding portal be provided to Committee when the service is operational.			At the meeting on 18 th September 2019, the Officer advised that liaison with the Head of Housing and Building Services had taken place but the portal was not ready at this time and so this recommendation would remain ongoing. (Min No 300 refers)	Ongoing
Min. No. 904 – Review of Services to Leaseholders Including the Potential for Introducing a New Leaseholder Sinking Fund (DEH) – Recommended	Homes and Safe Communities			
(2) That the views of the Committee as set out in the minute above, as well as the key points below, be incorporated into a report to Cabinet detailing options for the payment of major repair works by leaseholders should the matter be progressed: <ul style="list-style-type: none"> An in-depth leaseholder consultation exercise be undertaken; and An educational resource be produced and disseminated to all leaseholder individuals. 			At the meeting on 18 th September, 2019, the Officer advised that the Review of Services to leaseholders was still ongoing. (Min No 300 refers)	Ongoing

Uncompleted Recommendations

2018/19

Apr 2018 – Mar 2019

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

12 September 2018

Min. No. 277 – Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2017/18 (DEH) – Recommended	Homes & Safe Communities			
(2) That a report regarding vacant properties within the private sector in the Vale of Glamorgan be added to the Committee's Forward Work Programme.			Added to the Committee's work programme schedule. At its meeting on 10 th October the Committee recommended that for future scheduling of the Committee's Forward Work Programme and recommendation tracking, that the report be labelled as ongoing. (Min No 406 refers) Report scheduled for July 2019 on the Committee's forward work programme following notification from the Head of Regeneration and Planning. Incorporated into the Empty Homes Strategy report reported in July 2019	Completed
Min. No. 278 – Environment and Neighbourhood Strategy (Housing) Six Monthly Report (DEH) – Recommended	Homes & Safe Communities			
(2) That a report regarding Social Enterprise be added to the Committee's Forward Work Programme.			Added to the Committee's work programme schedule. At its meeting on 10 th October the Committee recommended that for future scheduling of the Committee's Forward Work Programme and recommendation tracking, that the report be labelled as ongoing. (Min No 406 refers) A report was withdrawn from a Committee agenda on 3 rd April, 2019 (Min No 905 refers). Report re-added to the Committee's forward work programme.	Completed

Uncompleted Recommendations

2018/19

Apr 2018 – Mar 2019

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

06 March 2019

Min. No. 815 – Environment and Neighbourhood Strategy (Housing) – Six Monthly Monitoring Report (DEH) – Recommended	Homes & Safe Communities			
That the Operational Delivery Plan as set out in Appendix 1 to the report be amended to reflect comments made by the Scrutiny Committee.			Subsequent report pending for Committee meeting on 16 th October, 2019. Will be part of the combined Annual Report going to Cabinet in March 2020	Ongoing

HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE
FORWARD WORK PROGRAMME 2019/20

MONTH	REPORT TITLE
Wednesday 13 November 2019.	<ul style="list-style-type: none"> • *CFWP - Draft Vale of Glamorgan Council Corporate Plan 2020-25. • *CFWP - Review of S106 Affordable Housing Contribution Spend on House Build Programme. • Wales Audit Office Follow Up Review: Delivering with Less – Environmental Health Services (Vale of Glamorgan). • 2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2019/20.
**Tuesday 10 December 2019.	<ul style="list-style-type: none"> • *CFWP - Initial Capital Programme Budget Proposals. • *CFWP - Initial Revenue Programme Budget Proposals. • *CFWP - Initial Housing Revenue Account (HRA) Budget Proposals. • Quarter 2 2019/20 [July & Sept] Performance Report: An Inclusive and Safe Vale. • Corporate Safeguarding Mid-Year Report. (Dec) (Reference from Cabinet). • Digital Inclusion six monthly update. • DAARC evaluation of pilot – outcomes and case studies • 'Intentionality' for Homelessness cases. • Update from the Chair of the South Wales Fire & Rescue Authority – to include key performance within the local area, operational statistics and budgets. • Council Housing Investment Update (<i>was</i> WHQS).
Wednesday 15 January 2020.	<ul style="list-style-type: none"> • *CFWP – Revenue and Capital Monitoring. • 3rd Quarter [Oct, Nov & Dec] Decision Tracking and Forward Work Programme. • Vale Timebanking Project - Six Monthly Monitoring Report (Reference from Cabinet).
Wednesday 12 February 2020.	
Wednesday 18 March 2020.	<ul style="list-style-type: none"> • *CFWP – Revenue and Capital Monitoring. • *CFWP – Council Annual Self-Assessment • *CFWP – Vale of Glamorgan Wellbeing Objectives/ Improvement Plan (Part 1) (including target setting and service plans 2020/21). • Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan and an update on Action Plan progress. • Quarter 3 2019/20 [Oct, Nov & Dec] Performance Report: An Inclusive and Safe Vale. • Youth Offending Service: Mid-year Performance Report.

**CFWP = Cabinet Forward Work Programme

	<ul style="list-style-type: none"> • Annual Monitoring Report - combined (Community Investment Strategy, the Tenant Engagement Strategy, the Customer Services Strategy and Environment and Neighbourhood Strategy).
Wednesday 22 April 2020.	

Other reports requested by Committee to be added into schedule as and when available.

- *CFWP Vale Community Alarm System Update Report [M. Ingram] (19/20 Municipal).
- Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan (09 Jan 19: Min No 649) [M. Ingram]. (January 2020)
- Prevention of Terrorism Action Plan Update Report [M. Ingram] (Point raised at March 2019 meeting).
- Reshaping Services - Update on Implementation for Outcome 1 (Cabinet: 18 Mar 19: Min No C617) [T. Bowring]
- *CFWP – CCTV Review [D.Gibbs] (Dec)
- Digital Inclusion six monthly updates (19 Jun 19: Min No 56)
- *CFWP – Marcross Foul Waste
- Scrutiny Committees' Draft Annual Report.
- Update on progress of the recent changes to the Council Tax Policy in the Vale of Glamorgan Council and how similar Authorities deal with Empty Homes.
- Report on Social Enterprise.
- Update on Universal Credit numbers and rent arrears.

Annual

- Vale of Glamorgan Annual Report 20**/20**. (Sept).
- Youth Justice Plan. (Oct).
- Youth Offending Service: End of Year Performance Report. (Oct).
- Scrutiny Committees' Draft Annual Report. (Nov).
- Closure of Accounts. (July).
- Initial Capital Programme Budget Proposals. (Dec).
- Initial Revenue Programme Budget Proposals. (Dec).
- Initial Housing Revenue Account (HRA) Budget Proposals. (Dec).
- Vale of Glamorgan Wellbeing Objectives/Improvement Plan (Part One) (including target setting and service plans 2019/20). (Mar).
- Tenant Engagement Strategy. (Sept).
- Families First 2017/18 Annual Report. (July).
- The Civil Protection Unit – Responsibilities and Work Plan [Presentation]. (Sept).
- Corporate Safeguarding Annual Report (Jun) (Reference from Cabinet - Sept).

Biannual

- Youth Offending Service: Mid-year Performance Report. (Feb).

**CFWP = Cabinet Forward Work Programme

- Customer Service Strategy (Housing) – Six Monthly Monitoring Report. (Nov/Apr).
- Environment & Neighbourhood Strategy (Housing) – Six Monthly Monitoring Report. (Nov/Apr).
- Community Investment Strategy (Housing) – Six Monthly Monitoring Report. (Oct/Apr).
- Vale Timebanking Project - Six Monthly Monitoring Report. (Sept/Mar).
- Corporate Safeguarding Mid-Year Report. (Dec) (Reference from Cabinet).

Quarterly

- Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan and an update on Action Plan progress. (Jun/Oct/Mar).
- 1st Quarter [Apr, May & June] Decision Tracking and Forward Work Programme. (July).
- 2nd Quarter [July & Sept] Decision Tracking and Forward Work Programme. (Oct).
- 3rd Quarter [Oct, Nov & Dec] Decision Tracking and Forward Work Programme. (Jan).
- 4th Quarter [Jan, Feb & Mar] Decision Tracking and Forward Work Programme. (May).
- Quarter 1 [Apr, May & June] Performance Report: An Inclusive and Safe Vale. (Oct).
- Quarter 2 [July & Sept] Performance Report: An Inclusive and Safe Vale. (Dec).
- Quarter 3 [Oct, Nov & Dec] Performance Report: An Inclusive and Safe Vale. (Mar).

Infrequent

- Cabinet References.
- Revenue and Capital Monitoring Reports.
- Requests for Consideration.
- Cabinet Call-in.

N.B. The schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.

**CFWP = Cabinet Forward Work Programme